

STATE PROCUREMENT OFFICE
NOTICE OF REQUEST FOR EXEMPTION
FROM HRS CHAPTER 103D

*14 JAN 23 AM 1:16

STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Commerce & Consumer Affairs
Name of Requesting Department

Pursuant to HRS § 103D-102(b)(4) and HAR chapter 3-120, the Department requests a procurement exemption for the following:

1. Describe the goods, services or construction:

The following goods and services are essential for the captive insurance branch to implement its exhibition booth at the Risk & Insurance Management (RIMS) 2014 Annual Conference & Exhibition, April 27-30, 2014 in Denver, Colorado:

- 1) Labor to install and dismantle booth structure, electrical outlets, carpet/padding, daily vacuuming and emptying of booth waste baskets
- 2) Rental of furniture
- 3) Rental of carpet
- 4) Material handling & dryage

For complete information, see Attachment 1

2. Vendor/Contractor/Service Provider:

Freeman
4493 Florence Street, Denver, Colorado 80238-2479

3. Amount of Request:

\$ 25,000

4. Term of Contract From: 4/24/2014 To: 5/1/2014

5. Prior SPO-007, Procurement Exemption (PE): 13-058K; 12-066D; 11-064D

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:

Freeman is the official on-site services contractor for Risk Insurance Management Society (RIMS) 2014 Convention in Denver, Colorado on April 27-30, 2014. Freeman staff is familiar with the key individuals managing the event, and also have insight and control of the entire show process. Time and money can be saved using Freeman to assist us in the pre-show planning process.

For complete justification for selecting Freeman, see Attachment 2

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:

Freeman is the official on-site services contractor for Risk Insurance Management Society (RIMS) 2014 Convention in Denver, Colorado on April 27-30, 2014. Freeman staff is familiar with the key individuals managing the event, and also have insight and control of the entire show process. Time and money can be saved using Freeman to assist us in the pre-show planning process.

For complete justification for selecting Freeman, see Attachment 2

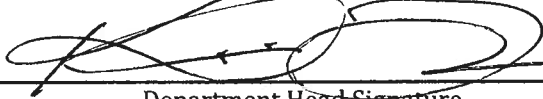
8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required).

*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	e-mail address
Colleen Yuen	Insurance / Captive	(808) 586-0981	Colleen.MS.Yuen@dcca.hawaii.gov

All requirements/approvals and internal controls for this expenditure is the responsibility of the department.

I certify that the information provided above is, to the best of my knowledge, true and correct.



Department Head Signature

Date

1/16/14

For Chief Procurement Officer Use Only

Date Notice Posted:

1/20/14

Inquiries about this request shall be directed to the contact named in No. 8. Submit written objection to this notice to issue an exempt contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov


Chief Procurement Officer (CPO) Comments:

This award is required to be posted on the Awards Reporting System. If there are any questions, please contact Kevin Takaesu at 586-0568 or Kevin.s.takaesu@hawaii.gov

☒ Approved

☐ Disapproved

☐ No Action Required



Chief Procurement Officer Signature

2/18/14
Date

**Risk and Insurance Management Society (RIMS) 2014
Colorado Convention Center
Denver, CO
April 27-30, 2014**

Goods and Services Required

The following goods and services are required for the State of Hawaii exhibition booth at the Risk and Insurance Management Society (RIMS) 2014 Annual Conference & Exhibition, April 27-30, 2014 in Denver, CO.

1. Labor for the following:

- Install and dismantle booth structure
- Install and remove carpet/padding
- Janitorial service (daily vacuuming and emptying of booth wastebaskets)

2. Rental/Delivery/Installation of the following items:

A. Furniture

- Tables
- Chairs
- Stools
- Wastebaskets
- Power strips
- Other small furniture items or accessories may be added (if needed) for booth

B. Carpeting and carpet padding

C. Electrical

3. Material handling and drayage

Move all booth materials from the convention center loading dock to the booth space; after the show, move booth materials back to the loading dock to be transported back to Hawaii. Anticipated material to be moved includes the booth structure, promotional giveaways and informational fact sheets and other documents.

**Risk and Insurance Management Society (RIMS) 2014
Colorado Convention Center
Denver, Colorado
April 27-30, 2014**

Justification for selecting Freeman

Freeman is the official on-site services contractor for RIMS 2014 Convention in Denver, Colorado. Freeman staff is familiar with the key individuals managing the event, and also have insight and control of the entire show process. Time and money can be saved using Freeman to assist us in the pre-show planning process.

Below are the necessary items that our booth will require:

1. Labor

- (a) Booth assembling and dismantling
- (b) Carpet delivery, installation and removal
- (c) Electrical labor installation and dismantling
- (d) Daily cleaning and vacuuming

The Colorado Convention Center (site of the RIMS Conference) has work rules, which covers the exhibitors' rights and union jurisdictions. The rules allow booth set up (to install and dismantle) by the exhibitors using their full-time company employees, exhibitor appointed contractors or the convention center union labor. Since the Insurance Division staff attendees do not have the expertise, tools or time to set up the booth nor the expertise to select a contractor the alternative is using the Freeman union labor.

2. Rental of furniture, carpeting/padding, and electrical outlets

Alternatives are:

- (a) Purchase or rent these items in Hawaii, ship it to Colorado for the convention then back to Hawaii.

The total shipping costs, convention center handling costs (for moving the items to/from the loading dock and to/from the convention center), and Hawaii purchase/rental cost is greater than the rental cost charged by Freeman.

- (b) Rent furniture from vendors in Colorado and have it delivered to the convention center.

We do not have any first hand knowledge of vendors in Colorado to be assured of the quality of the items rented. Additional costs would be incurred by the Colorado Convention Center for transporting items to/from the loading dock & booth space, and additional labor charges will be incurred to install/dismantle rented items.

The most cost efficient method is to use Freeman.

3. Material handling and drayage

The site work rules requires Freeman to handle all of the material moving from the loading docks to the booth space back to the loading dock. This cost cannot be avoided. There is no other alternative.

- 4. To view the Colorado Convention Center Work Rules and Jurisdictions, go to:
<http://www.rims.org/annualconference/Exhibition/ESM/Documents/CCCLABORJURISDICTION.pdf>
- 5. To view the Exhibitor Services Manual go to
http://www.rims.org/annualconference/Exhibition/ESM/Documents/ServicesManual_ContractorRC.pdf

PE14-049K